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प्रधान महालेखाकार (ले० एवं ह०) का कार्यालय, बिहार, पटना
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E), BIHAR, PATNA

पत्रांक/No. Admn-I/(A&E)/Covid-19/21-22/C-04

दिनांक/ Date: 05.04.2021

Office Order

Keeping in view the ongoing pandemic of Covid-19, following instructions are issued with immediate effect till 30.04.2021 in terms of Ministry of Home Affairs, Govt. of India, Order No. 40-3/2020-DM-I (A) dated 23.03.2021:

- All the Sr. AOs and AAOs shall attend office on each working day.
- Concerned Sr. AOs shall prepare a roster of officials posted in GE Wing (except GE-01), Book, AA, Loan, Deposit & AC under their charge duly approved by concerned Group Officers ensuring 50 % attendance. Rest of the officials shall attend office on each working day.
- Officials residing in containment zone need not attend the office until relaxation in containment zone. They shall intimate this office immediately with the notification of containment zone by district administration.
- Officials who are not scheduled to attend the office on any particular working day shall continue working from home and be available by electronic means; the controlling officers might call them in order to complete important assignments.
- Person with disabilities and Pregnant women employees shall work from home till further orders. They will require to intimate in this regard to their concerned Branch Officer in writing.
- The office shall observe staggered timings to avoid over-crowding in following manner:

Accounts & Works Wing	9:00 AM to 5:30 PM
Pension & Fund Wing	9:30 AM to 6:00 PM
Admin & GE Wing	10:00 AM to 6:30 PM

- The prescribed SOPs on preventive measures to contain the spread of COVID-19 in workplace settings, issued by the GoI, MoHFW shall be followed scrupulously in all respect.
- Officers and Staff (including outsourced staff) whose family members, close relatives staying in same home have tested positive for COVID-19, shall promptly disclose such information to their controlling officers, failing which they shall be liable for disciplinary action.
- No official shall leave his/her respective sections during working hours unless it is very necessary and must wear the protective mask and maintain social distance in the office.
- Sr. AO/GD shall ensure thermal scanning/sanitizers at entry point and complete sanitization of the office on every weekend in addition to regular cleaning/sanitization.
- All MTS(s) shall attend office on each working day and ensure cleanliness of their respective sections.

- The guidelines provided by Headquarters' office and Ministry of Home Affairs time to time in order to prevent the spread of COVID-19 must be followed. Officials facing any difficulties in this regard are advised to immediately contact their respective Sr. AOs.
- The instructions issued vide office order no. C-90 dated 05.08.2020 related to granting of leave for the period of Work from Home shall prevail.
- Normal visitors entry shall remain prohibited till further orders.

This issues with the approval of Pr. Accountant General.

Sd/-
Sr. Dy. Accountant General (Admn.)

1. Secretary to P.A.G. (A&E), Bihar, Patna.
2. Sr. Dy. Accountant General (Admn & GE) Sectt.
3. Sr. Dy. Accountant General (A/cs, VLC & Works) Sectt.
4. Sr. Dy. Accountant General (Pension & Fund) Sectt.
5. All officials of O/o the PAG (A&E), Bihar, Patna through WhatsApp/email.
6. Notice Board.
7. ITS for uploading on official website/intranet.


Sr. Accounts Officer (Admn-I)